


[HHSDC Home](#)
[BP Home Page](#)
[The MSC](#)
[CMM](#)
[POST Enterprise](#)
[The Project Office](#)
[Life Cycle Processes](#)
[Search BP](#)
[HHSDC Links](#)
[Resources Library](#)
[QAWG **NEW!**](#)
[SID Policy **NEW!**](#)
[Contact Us](#)


☒ My CA

Acceptance Testing

Test Main

Test Phases Main

Purpose:

The purpose of acceptance testing is for the users to verify the system or changes meet their original needs. The emphasis is on evaluating the system via normal business circumstances, but in a controlled testing environment.

Assumptions/Pre-Conditions:

- The test organization should have completed system and regression (if appropriate) testing successfully and all critical errors should have been addressed.
- An updated version of the code has been delivered to the Configuration Manager, installed under configuration control, and a full backup of the system has been performed.
- All test data has been delivered to the Configuration Manager, placed under configuration control and loaded to the system.
- The requirements and design documents should be in Final format and accepted by the State.
- The Sponsor, Users and any other participation stakeholders should have been briefed on their roles and responsibilities during this test phase. An overview of the testing procedures and methods should be presented to ensure all parties are aware of the expectations.
- A formal Go/No-Go Decision should be made to enter into Acceptance Testing. This may be part of the prior test phase's exit decision (from either System, Performance, or Regression), or may be a standalone decision.
- Often, the RFP/ITP and/or contract define specific procedures for Acceptance Testing. These criteria and procedures must be adhered to, and all participants should be briefed on the expectations.
- All Acceptance Criteria **MUST** be documented prior to entering acceptance test. Often the criteria are documented in the RFP/ITP and/or contract. Be sure that these criteria are discussed and any interpretations or clarifications made PRIOR to beginning testing. Any agreements on interpretation or clarification should be documented in the decision minutes.
 - Be sure that the criteria are testable and objective. Where possible, specific test cases or procedures should be identified to ensure traceability and proof of satisfaction.
- Acceptance Testing is very visible to project stakeholders. Sometimes Acceptance Testing is a public or media event. This must be factored into the Go/No-Go Decision and procedures. An additional level of rigor, structure and coordination is needed in this event.

Expectations:

- The primary emphasis is verification from the user's perspective. Was the original requirement/change request/defect addressed correctly?
- Performance testing (including stress, load and response time) should be conducted again, if there are any concerns or if this is part of the acceptance criteria. There should be particular emphasis on response time from the user's perspective.
- Try to allow for extra time after formal testing to allow the users to "play" with the system. This will allow them to try out other unusual scenarios and to become more familiar with the system.
- Provide the user manual to the testers and allow them to use it (and the on-line help) during testing. This will help test the usability of the documentation as well as the completeness and the effectiveness of the project's configuration management procedures.
- There may also be non-testable requirements which should be verified at this time. This may

include difficult-to-execute code paths, or such things as the help desk (and help desk escalation), M&O procedures (such as backup and recovery or database mirroring), revised business processes, manual processes, etc.

- At the completion of testing, review with the Sponsor and User their findings and the incidents found. Determine the criticality of the incidents and any comments. For each incident, indicate if there is a workaround procedure(s) available and what the impact to the user is.
- If the decision is made to accept the system, then the project team, Sponsor and User should review the plans for the Implementation/Go-Live date. (If the date was not already set by the contract or project plan, negotiate the date.) Review roles and responsibilities for the implementation, and critical next steps.

Responsibilities:

- Creation of Tests - Users with help from Testers
- Execution of Tests - Users
- Approval of Test Results/Exit Decision - Development Manager, Test Manager, QA Manager, Configuration Manager, State Project Manager, Sponsor, Users
- For a complete list of roles and responsibilities, refer to the [Responsibility Assignment Matrix \(RAM\)](#) (MS Word)

Environment:

User Acceptance Test Environment

Type of Data:

Real data - data which was processed on the legacy system and is now being re-used for testing

Exit Decisions:

- Refer to the [general test exit/acceptance criteria](#).
- **Go/No-Go Decision:** Is the system ready for production?
 - Are the users satisfied with the system? Does it meet the majority of their needs?
 - Were there any significant errors found in testing?
 - Have all requirements been satisfied?
 - Did the system meet the performance expectations and requirements?
 - Has all documentation been received and does it correctly describe the system and its use?
 - Does the system address all the requirements as specified by the contract? Has the IV&V and/or QA verified the traceability? Is there a [Corrective Action Plan \(CAP\)](#) (MS Word) for those requirements that were not met?
 - If there is payment associated with this decision, should the vendor be paid? Are there incidents which should be fixed prior to payment?
 - What is the date that production or implementation/roll-out will begin?

References:

- IEEE Standard [829-1998](#), Standard for Software Test Documentation (link to pdf)
- IEEE Standard [1012-1998](#), Standard for Software Verification and Validation, Table 1, Section

5.4.5 within table (the tables appear prior to the annex) (link to pdf)

- Archived IEEE Standard [1059-1993](#), Guide for Software Verification and Validation Plans, Sections 4.2.4 and 5.5.6 (link to pdf)
- IEEE Standard [1062-1998](#), Annex A, Checklist A.7 (Supplier Performance Standards/Acceptance Criteria) and Checklist A.10 (Software Evaluation) (link to pdf)

Samples:

- SFIS Change Acceptance and Validation Procedures for the M&O Phase (MS Word)
- [Acceptance Test Plan](#)